DEC STD 055-0 Requirements for Purchase Specifications

DOCUMENT IDENTIFIER: A-DS-EL00055-00-0000 Rev D, 10-Jan-1992

ABSTRACT: This standard establishes the general instructions and responsibilities for the preparation and control of Digital purchase specifications.

APPLICABILITY: This standard applies to Digital personnel who write or maintain purchase specifications.

STATUS: APPROVED 10-Jan-1992; use VTX SMC for current status.

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1 INTRODUCTION

This subhead addresses the purpose, scope, and responsibilities of this standard.

1.1 PURPOSE

This standard establishes the general instructions and responsibilities for the preparation and control of purchase specifications. This standard applies to all purchase specifications, whether generated, distributed, or displayed through hard copy or electronically. Purchase specifications are required for the following commodity classes. See *Dec STD 012-2 Unified Numbering Code for Part Identifier Class Code*, Table 2-1 "Part Class Codes" for the complete listing of classes and items.

Part Class	Title
10	Capacitors; Capacitor Network
11	Diodes; Thyristors; Led and Rectifier Assemblies; Triacs
12	Electromechanical; Mechanical Devices; Bearings; Lamps; and so forth
13	Resistors; Resistor Networks
14	Printed Wiring Board Material
15	Transistors; Photo Transistors
16	Transformers; Chokes; Delay Lines
17	Wire and Cable Assemblies; Fiber Optics
18	Crystals; Self Contained Oscillators
19	Bipolar ICs; Digital, Linear, Coupled Isolators; and so forth
20	Modules, PCB Mounted; Externally Designed Hybrids
21	Intergrated Circuits - MOS Inputs or Outputs
22	Kits Purchased Outside Digital
23	Integrated Circuits: ROMs, PROMs, PALs, HALs, FPLA
24	Fiber Optic; Bubble Memory
30	Electromechanical Assemblies, Purchased Peripherals; Power Supplies; Flexible Media
34	Tables; Table Tops; Stands; Dust Covers; Furniture to be Sold
36	Paper and Cloth Tape; Ribbons; Cards; Labels; Decals
47	Hand Tools (excluding tools used to fabricate components)
48	Raw Fabricated Materials: Sheet; Bar: Extruded Stock
49	Chemicals; Adhesives; Finishes; Lubricants; Solder; Anodes; Dry Film
57	Digital Internal Designed Hybrid Assemblies for PC Module Boards
90	Fastener Hardware; Screws; Nuts; Bolts; Rivets; Washers
91	Hookup Wire; Tubing
99	Packaging and Shipping Materials

1.2 SCOPE

This standard defines intent, establishes responsibilities, provides preparation instructions, and defines rules for writing and maintaining purchase specifications.

1.3 RESPONSIBILITIES

The following paragraphs addresses the responsibilities of the various groups involved in the creation of purchase specifications.

1.3.1 Central Specification Control Systems

The Central Specification Control Systems group (CSCS) shall be responsible for assigning part numbers for purchased items per DEC STD 012-2. To obtain a part number, a fully approved part number request must be submitted to Central Specification Control Systems, with the exception of 23-class patterns that shall be assigned by the Semiconductor Business Operation Specification Control group. A part number request may be submitted through the hard copy Part Number Request Form (PNRF) or through the electronic Automated PNRF (APNRF) system.

For more information on introducing new parts, refer to *DEC STD 156-0 Introducing New Purchased Parts and Maintaining Purchased Parts Information: Standard Procedures*. See also *DEC STD 184-0 Programmable Integrated Circuit Documentation: Process and Requirements* for 23-class patterns.

1.3.2 Specification Control Systems

All Specification Control Systems groups shall be responsible for the creation and control of purchase specifications, including preparation, approval, release, Preliminary Change Authorizations (PCAs) where applicable, and Engineering Change Orders (ECOs).

1.3.3 Component Engineering

Component Engineering group responsibilities are defined in DEC STD 156-0.

1.3.4 Design Engineering

Design Engineering group responsibilities are defined in DEC STD 156-0.

2 GENERAL REQUIREMENTS

The following paragraphs address the general requirements of a Digital purchase specification.

2.1 DEFINITIONS

Following are some basic definitions regarding Digital purchase specifications.

2.1.1 Purchase Specifications

A purchase specification shall clearly and accurately describe the technical requirements intended for the purchase of materials, components, subassemblies, or assemblies. A purchase specification may establish performance and reliability criteria. A purchase specification shall not include incoming inspection or supplier quality systems.

A purchase specification is not intended to serve as an applications document, but the technical requirements shall be clearly specified to ensure proper operation in the intended application. It shall not be used to convey tooling or process information, except in the Reference portion of the document.

2.1.2 Types of General Purchase Specifications

There are three types of general purchase specifications.

1. The first type groups similar items containing minimal requirement differences into one document (such as *A-PS-1300001-GS Metal Film Resistors, General Purchase Specification For*).

   Purpose:

   a. Allows for combining and listing all Digital parts of a particular family (such as metal film resistors).

   b. Eliminates repetition of common requirements in many documents.

2. The second type defines a particular set of parameters (such as mechanical dimensions) that may be used and referenced on other purchase specifications. This document eliminates repetition of particular parameters from purchase specification to purchase specification (such as *A-PS-1500003-GS Semiconductor Packages [TO-Cases], Mechanical Dimensions For*).

   Purpose:

   a. Eliminates repetition of a particular parameter in many documents (such as mechanical dimensions of standard JEDEC TO Cases).

   b. Permits easy modification of the particular parameter.

3. The third type contains the common technical requirements of an item-specific category, such as Digital design plastic parts as in *A-PS-1200015-GS Plastic Parts, General Purchase Specification For*.

   Purpose:

   a. Eliminates repetition of technical requirements common in each detail purchase specification.

   b. Permits easy modification of common technical requirements.

   c. Facilitates consistency in specifying item requirements.

2.1.3 Types of Detail Purchase Specifications

There are two types of detail purchase specifications. The first type contains all requirements necessary to define one or more variations of an item, while the second type contains unique requirements to supplement or modify the common requirements of a general purchase specification.

2.2 SECURITY CLASSIFICATIONS

The design engineer and the component engineer shall determine the level of security classification for a purchase specification in accordance with *DEC STD 128-0 Security Classification for Engineering Intellectual Property Policy and Regulations*.

Information classified as International Traffic in Arms Regulations (ITAR) controlled must be marked with the ITAR flag. See DEC STD 128-0 for more information.

The classifications are: *Digital Restricted Distribution*, *Digital Confidential*, *Digital Internal Use Only*, or *Information Containing No Restrictions*.

See Appendix A, TEXT FRONT PAGE FORMATS for formats of the front page of a purchase specification.

2.2.1 Information Containing No Restrictions

The information contained within this type of document shall be freely available to any potential supplier. It shall not include any proprietary information.

See Appendix A, Example 1, Text Front Page for Standard Specifications for formats of the text front page of a purchase specification.

2.2.2 Digital Internal Use Only

The information contained within this type of document cannot be passed to any supplier without a nondisclosure agreement existing between the responsible Digital purchasing authority and the supplier. This type of document shall conform to the requirements of DEC STD 128-0.

See Appendix A, Example 2, Text Front Page for Proprietary Specifications for formats of the front page of a *Digital Internal Use Only* purchase specification.

2.2.3 Digital Confidential

The information contained within this type of document must be distributed within Digital only on a need-to-know basis. This type of document shall conform to the requirements of DEC STD 128-0.

See Appendix A, Example 3, Text Front Page for Confidential Specifications for formats of the front page of a *Digital Confidential* purchase specification.

2.2.4 Digital Restricted Distribution

The information contained within this type of document must not be widely publicized or distributed within Digital. The document cannot be distributed to anyone (Digital employees, suppliers, or others) without the written approval of the document owner. This type of document shall conform to the requirements of DEC STD 128-0.

Also see Appendix A, Example 4, Text Front Page for Restricted Specifications for formats of the front page of a *Digital Restricted Distribution* purchase specification.

2.3 SPECIFICATION CONTROL PROCEDURES

The following paragraphs address specification control procedures within Digital.

2.3.1 Revision Control

A purchase specification document revision shall be controlled per *DEC STD 012-1 Documentation Identification Conventions Including Mnemonic Codes*.

The PNRF and related data shall be considered the AX00 revision. AX01 shall be the next document revision.

2.3.2 Writing

All Specification Control Systems groups shall write and maintain purchase specifications in accordance with this standard.

2.3.3 Approval

A purchase specification shall be considered approved when the requester (Design Engineer) and authorized Component Engineer (having signature authority for that Functional Class Descriptor (FCD)) have reviewed and unanimously approved the purchase specification (at its most recent preliminary revision level) for release to ECO control.

An engineer shall not approve the document as both the Component Engineer and the Design Engineer (or Responsible Engineer).

2.3.4 Release

Purchase specifications should be released at Revision A.

Exception: When the item has ECO activity prior to the release of the document, a purchase specification shall be released at a revision other than A and the note *Orig @__* shall appear where __ is the original document revision. For example, *Orig @B* or *Orig @INA*.

Downloading to SPecifications On Computer (SPOC) shall occur within one week of the release.

The release process occurs after a purchase specification is approved for release to ECO control. The release process shall include, but is not limited to, these steps performed by Specification Control Systems groups:

1. Downloading electronic text (if applicable) onto SPOC, except purchase specifications with the security classifications of *Digital Restricted Distribution* and *Digital Confidential*.
2. Downloading electronic graphics (if applicable) onto SPOC, except purchase specifications with the security classifications of *Digital Restricted Distribution* and *Digital Confidential*.
3. Distributing purchase specifications to suppliers, including applicable Digital documents, if any, through the Automated Vendor Notification Process (AVNP), except documents with the security classifications of Digital Restricted Distribution and Digital Confidential, unless authorized by the document owner.
4. Providing clean copies (A or B size) to Central Specification Control Systems (CSCS) for microfiche production.
5. Providing clean copies for microfilm aperture cards.

The release process also includes, but is not limited to, these steps performed by CSCS:

1. Filing clean copies in CSCS files, except 23-class pattern purchase specifications, to provide centralized accessibility to both the electronic and hard copies.
2. Changing the Part Rating on SPOC to indicate that a released purchase specification exists.

3. Changing the Document Status on SPOC to indicate that a released purchase specification exists.
4. Processing microfiche.

2.3.5 Distribution

Purchase specifications shall be filmed for both microfiche and microfilm aperture card distribution throughout Digital. Hard copies of purchase specifications shall be available from engineering services reproduction centers, as reproduced from microfilm. All purchase specifications, except those with *Digital Restricted Distribution* and *Digital Confidential* security classifications, are also available at reader/printer microfiche machines in most Digital manufacturing and engineering facilities.

Purchase specifications shall also be available through the on-line document information system, SPOC. Contact CSCS for information about access to SPOC.

Purchase specifications may also be available through the Electronic Retrieval of Image and CAD Architecture (ERICA). Contact CSCS for information about ERICA.

2.3.6 Storage

CSCS shall store approved PNRF originals, in compliance with the Corporate Record Retention Schedule from the Digital Records and Information Management (DRIM) group.

Use VTX DRIM for more information on Retention Schedules and the DRIM contacts.

CSCS shall also have electronic copies of purchase specifications and a clean, paper copy of the latest approved revision of a purchase specification, with the exception of 23-class patterns.

Each Specification Control Systems group that owns a purchase specification should store a copy of the approved PNRF, a hard copy of the latest approved revision, and a documented history folder containing backup material.

2.3.7 Engineering Change Order (ECO)

All Specification Control Systems groups shall be responsible for implementation of purchase specification ECOs in accordance with *DEC STD 100-2 Purchase Specification ECOs*. A supplier exception to a purchase specification shall be processed using an ECO when a decision is made to change the document.

2.3.8 Preliminary Change Authorization (PCA)

Specification Control Systems groups may choose to implement purchase specification PCAs. When this occurs, they shall be responsible for implementation in accordance with A-DS-ELEN100-1D-0000, *Preliminary Change Authorization (PCA) Process*.

2.3.9 Document Ownership and Transfer

A purchase specification shall be owned by a Specification Control Systems group. Document ownership, its responsibilities, and the transfer process are defined in Appendix B, DOCUMENTATION OWNERSHIP AND TRANSFER.

2.3.10 Dedicated Use Parts

Purchase specifications created for dedicated use parts shall be in accordance with the requirements of DEC STD 156-0.

A special note shall appear at the top of each page of a purchase specification for dedicated use parts:

FOR GOVERNMENT SYSTEMS GROUP (GSG) USE ONLY. ITEM IS APPLICATION QUALIFIED ONLY. DO NOT USE IN NON-GSG DIGITAL PRODUCTS.

For other dedicated use groups, replace *Government Systems Group* designation with the appropriate designation, that is, *Test Equipment Manufacturing (TEM)*, and so forth.

2.3.11 Inactivating Part Numbers

An ECO is always required to inactivate any part number. The part number of an item that has been shipped to a customer shall not be inactivated.

If some part number variations are being inactivated and some part number variations are not inactivated on any purchase specification, the parameters of the inactivated part number variation shall be replaced by either *Inactivated, no replacement* or *Inactivated, replaced by XX-XXXXX-XX*. A purchase specification shall be released at the next higher alphabetic document revision. The document retains all its previous pages.

If all part number variations are being inactivated on a released purchase specification, the parameters of the inactivated part number variations shall be replaced by either *Inactivated, no replacement* or *Inactivated, replaced by XX-XXXXX-XX*. The purchase specification shall be released at documentation revision INA. The document retains all its previous pages.

If all part number variations are being inactivated on an unreleased purchase specification, then the document shall contain at least 2 pages: the front page and a second page with a table containing either *Inactivated, no replacement* or *Inactivated, replaced by XX-XXXXX-XX* for each part number variation. The purchase specification shall be released at documentation revision INA.

2.3.12 Reactivating Part Numbers

An ECO is always required to reactivate any part number. See *DEC STD 100-2 Purchase Specification ECOs* for more information.

3 PURCHASE SPECIFICATION FORMAT

The following text addresses Digital purchase specification formats.

3.1 GENERIC FORMAT

This subhead addresses the generic format of a Digital purchase specification.

3.1.1 Development

Generic purchase specification formats are created and developed by CSCS or by the Specification Control Systems group supporting the responsible Cross Group Component Engineer (CGCE).

3.1.2 Maintenance

Approved generic formats shall be transferred to CSCS for release and future maintenance under ECO control by CSCS.

Generic purchase specification formats shall be available on SPOC. CSCS shall distribute listings of available formats by electronic mail to all component engineers, component engineering managers, and Specification Control Systems groups. CSCS shall also publicize any additions, deletions, and revisions.

3.1.3 Conventions

Generic format revisions begin with revision A.

All generic formats shall follow the standard document numbering conventions in accordance with *DEC STD 012-0 Part Identification Standard*: XX-XXXXX-0-0 or XX-XXXXX-0-DBU. The class shall be the commodity class to which the format belongs. The basic shall be the 2-character FCD followed by 001, the 3-character FCD followed by 01, or the 4-character FCD followed by 1. For example, 12-1M001-0-0 is the generic purchase specification format for a Header (a 12-class part) and has an FCD code of 1M. Generic formats for FCDs that require more than one format shall be numbered 001, 002, and so forth.

3.1.4 Use

All Specification Control Systems groups shall implement released generic formats for all new purchase specifications for those FCDs.

3.2 CONTENT OUTLINE

The following shall be the outline of the content used when generating purchase specifications. Sections that are not applicable shall be omitted; subsequent sections shall be renumbered if necessary.

Section No.	Section	Required?	Optional?
	Front Page	Required	
	Part Identifier(s) List	Required	
	List of Inactive Part Identifier(s)		Optional
	Table of Contents		Optional
1	General Description	Required	
2	Applicable Documents	Required	
3	Requirements	Required	
3.1	Mechanical		Optional
3.2	Electrical		Optional
3.3	Performance		Optional
3.4	Environmental		Optional
3.5	Agency Approvals and Flammability		Optional
3.5.1	Agency Approvals		Optional
3.5.2	Flammability		Optional
3.6	Marking and Marking Permanence	Required	
3.7	Workmanship	Required	
3.8	Packaging and Shipping	Required	
4	Quality Assurance Provisions	Required	
5	Reference		Optional
	Table(s)		Optional
	Figure(s)		Optional

3.3 FRONT PAGE

This standard controls the format and technical content of the front page.

3.3.1 Format

See Appendix A, TEXT FRONT PAGE FORMATS for formats of the front page of a purchase specification.

3.3.2 Title

The document title shall begin with a noun followed by decreasingly significant adjectives (such as Connector, Header, Shrouded, Right Angle, Double Row).

3.4 LIST OF INACTIVE PART IDENTIFIER(S)

Include a list of inactived part indentifiers between the table of part identifiers and the table of contents, followed by the general description.

3.5 GENERAL DESCRIPTION

The General Description subhead of a purchase specification shall expand upon the title and describe the item in more detail. The description shall be concise and brief.

The general description shall *not* establish or convey requirements the supplier must meet.

3.6 APPLICABLE DOCUMENTS

The Applicable Documents section of a purchase specification shall contain a list of those documents referenced in the Requirement and Quality Assurance Provision sections of the purchase specification. The following are examples of the types of documents that may appear in this section. These documents shall appear in the order shown. Each applicable category title shall appear; applicable documents are alphabetized within the separate categories.

- Digital
  - — Digital Standards shall be sorted by complete document number (the document identifier without the document revision), except where specified in order of precedence.
  - — Exclude documents intended for Digital's internal use only, such as Incoming Inspection Procedures, per *DEC STD 001-3 Release of Digital Standards and Related Information to External Sources*.
  - — When listing *DEC STD 092-0 Finish and Color Standard - Introduction and General Requirements*, refer to both the finish and color number, include the finish purchase specification number, and list the purchase specification number in the applicable documents. For example: *A-SP-EL00092-04-B05X, Zinc Plate with Yellow Chromate*.
- USA Commercial
- USA Federal
- USA Military
- International

The writer shall ensure that documents appearing in this section of a purchase specification have been released and are available (to the supplier and to Digital).

Revisions of the document referenced shall not be identified. The words *Per latest revision on date of order* shall be placed after *Applicable Documents*. If there are no documents referenced in the Requirement and Quality Assurance Provision sections, the word *None* shall appear in the Applicable Documents section.

Documents, such as supplier-controlled documents, that are not under revision control of the above organizations may only appear in the Reference section of a purchase specification. Such documents should be listed with specific stated revision or date and should be available to Digital and its suppliers.

3.7 REQUIREMENTS

The Requirements section of a purchase specification shall specify the technical requirements for purchasing an item. Requirements shall be worded to provide a definite basis for acceptance or rejection and to insure proper operation in the intended application.

3.7.1 Marking and Marking Permanence

Item shall be marked with the standard supplier marking. Any special marking requirements shall be specified in the purchase specification and shall conform to *DEC STD 178-1 Digital Marking Requirements for Piece Parts*.

3.7.2 Workmanship

Workmanship requirements detailed in, one or more of these standards shall apply, unless detailed instructions are defined: *DEC STD 116-0 Workmanship Standards Manual - Introduction* and *DEC STD 187-0 Mechanical Fabrication Workmanship Standards*.

3.7.3 Packaging and Shipping

Packaging and shipping requirements detailed in *DEC STD 043-0 Packaging Requirements for Digital Products, Parts, Assemblies, and Materials* or A-MN-ELCP534-00, *Hazardous Materials/Dangerous Goods Policies and Procedures Manual* shall apply, unless detailed instructions are defined.

3.8 QUALITY ASSURANCE PROVISIONS

The Quality Assurance Provisions section of a purchase specification shall specify the inspections and tests that determine if an item conforms to the requirements of the purchase specification. This may include responsibility for inspection, sampling plans, and the Acceptable Quality Level (AQL) of incoming lots. This section of a purchase specification shall also include the supplier's required quality system.

This section of a purchase specification shall contain a generic statement of the quality expectations and overall requirements. The manufacturing engineer and component engineer are responsible for defining the needs and implementation of quality requirements and agreements.

3.9 REFERENCE

The Reference section of a purchase specification may contain additional information, or a reference to other documents or part numbers beneficial to the supplier or to Digital. An example is a test/inspection fixture or tool. Minimum application information shall appear in this section. However, if extensive application information (more than a few paragraphs) is necessary, it shall be developed in an EL-class document and be referenced in the Reference section of a purchase specification. The following procedure shall be used.

1. The requester obtains an EL-class number from the Standards and Methods Control group (SMC).
2. The requester notifies the purchase specification writer of the EL-class number. The writer includes that document number in the Reference section of the purchase specification.
3. The requester creates the EL-class document and submits it to SMC for release.

4 WRITING CONVENTIONS

This section addresses the writing style to be used when creating a purchase specification.

4.1 LANGUAGE STYLE

A purchase specification shall be written to convey technical information. It shall be presented in clear, concise terms, using simple, straightforward language. All essential technical data shall be complete and conveyed by direct statements or reference to other documented requirements. It shall be arranged in a logical, consistent, grammatically correct fashion. Use A-MN-ELSM001-05-0000, *Standards and Methods Control (SMC) Style Guide*, for reference.

4.2 ABBREVIATIONS

Abbreviations shall be in accordance with *DEC STD 015-0 Abbreviations and Units of Measurement*. Other abbreviations used shall not be subject to misinterpretation. The first time an abbreviation is used in the text, it shall be placed in parentheses and preceded by the word or term spelled out in full; such as *decibel (dB)*, *milliampere (mA)*, and *thread (THD)*. This rule does not apply to abbreviations used in tables and equations.

Consider adding an appendix for unique terms and abbreviations if the purchase specification is a lengthy document.

4.3 WORD USAGE

The following are some basic rules for word usage in purchase specifications.

- Use *shall* to express a mandatory provision.
- Use *should* when necessary to express desirable, non-mandatory provisions. Use *may* when necessary to express acceptable, non-mandatory provisions.
- Do not use *preferred*, *will* or *must*. (See rule on *should* or *may*.)
- Do not use *vendor*. Use *supplier* instead.
- Use *item* when identifying the purchased commodity.

4.4 NONSIGNIFICANT *0*s BEFORE NUMERIC VALUES

Units shall be stated in decimal numeric values. A zero shall proceed the decimal point when numeric values are greater than -1.00, but less than +1.00, per DEC STD 015-0 subhead 2.2.21 "Values Less than 1".

4.5 REFERENCES

References to paragraphs within a purchase specification shall be held to a minimum and shall only be used to clarify the relationship between requirements or to avoid inconsistencies and unnecessary repetition. Refer to a paragraph by its paragraph title, not *per Section X* or *per Paragraph X.X.X*.

4.6 TABLES

Tables shall be numbered consecutively throughout the document with Roman numerals in the order of their reference in the text and shall be numbered and titled even if only one table appears in the document. Table numbers, titles, and column headers shall be capitalized. The title shall appear at the top of the table. For example:

TABLE I

ITEM IDENTIFICATION

DIGITAL PART NUMBER	DIMENSIONS		
	A	B	C
12–12345–01	X	Y	Z
12–12345–02	X	Y	Z
12–12345–03	X	Y	Z

When it is necessary to continue a table on the next page, the word *(Continued)* shall appear at the bottom of the first page of the table and after the table title on the second page of the table.

4.7 FIGURES

A figure is an illustration, example, or graph and may be part of a purchase specification. Some purchase specifications may not need a figure. Geometry shall be presented using third angle projection, per *DEC STD 114-0 Engineering Drawing Requirements - Industry Standards Adopted by Digital Engineering and Manufacturing Documentation Organizations*.

The figure may or may not be drawn on the same size format paper as the text of a purchase specification. Formats in compliance with *DEC STD 182-0 Engineering Documentation Acceptance Criteria* shall be used. The smallest possible format (A Size) should be used.

All figures shall be numbered consecutively throughout the document with Arabic numerals in the order of their reference in the text and shall be numbered and titled even if only one figure appears in the document. Figure numbers and titles shall be capitalized. The number and title shall appear at the bottom of the figure. For example:

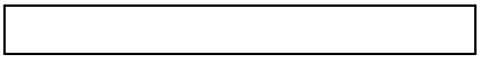

FIGURE 1

CONFIGURATION/DIMENSIONS

4.8 WHEN TO USE *To Be Determined* AND *XX-XXXXX-XX*

To Be Determined (TBD) and *XX-XXXXX-XX* or *XX* for undetermined part numbers or variations may be used in preliminary revisions only.

A purchase specification should not refer to a supplier's part number without the corresponding Digital part number because doing so limits the ability to obtain the item from multiple sources. Similarly, if the supplier changes the item, Digital would not be aware that the item was changed until the new item appeared on the Digital assembly.

APPENDIX A TEXT FRONT PAGE FORMATS

For an item that is not proprietary or confidential, see Example 1, Text Front Page for Standard Specifications. Most of the time, this front page format is sufficient. This format provides a standard disclaimer with a copyright notice; the information contained within shall have no restrictions.

For an item determined to be proprietary in content, see Example 2, Text Front Page for Proprietary Specifications. The front page format with *Digital Internal Use Only* has a higher level of security than the standard format. This information cannot be passed to any nonDigital employee without the originator's authorization and an appropriate nondisclosure agreement, per DEC STD 128-0.

For an item requiring higher document security, see Example 3, Text Front Page for Confidential Specifications. If you decide to use the front page format with the *Digital Confidential* classification, please understand DEC STD 128-0 and the additional documentation required. All the extra requirements are explained in DEC STD 128-0.

For an item requiring the highest level of document security, see Example 4, Text Front Page for Restricted Specifications. This classification of *Digital Restricted Distribution* is seldom used for purchase specifications. If you decide to use the front page format with *Digital Restricted Distribution*, please understand DEC STD 128-0 and the additional documentation required. All the extra requirements are explained in DEC STD 128-0.

The current year must appear in the copyright sentence when a purchase specification is originally released and at Final Issue of each ECO.

Default Tolerances: check one box for the dimensioning system that applies. Check both boxes if both dimensioning systems apply. Indicate *NA* in both boxes if neither dimensioning system applies; that is, only electrical information is required.

The original document approval line is completed at the time of document release, remains a matter of record, and is never changed. The document approval line includes:

1. Name of original design engineer.
2. Name of original component engineer.
3. Name of original writer.
4. Approval date: the date a purchase specification was unanimously approved for release.

Each line of the current document revision history is completed at the time of ECO Final Issue and is never changed thereafter. This history includes:

1. Approval name: name of the person who approved the ECO after the change was implemented. The approver is usually the originator of the ECO.
2. Name of responsible engineer: the person now responsible for the entire document from the viewpoint of design engineering. The responsible engineer is usually the (original) design engineer or another design engineer in the presently owning group.

3. Name of component engineer: the person now responsible for the entire document from the viewpoint of component engineering. The component engineer is usually the original component engineer or another component engineer in the presently owning group.
4. ECO number.
5. Document Revision. The revision of the document (not the items described therein) after the ECO is completed.
6. Approval date: the date the ECO has been unanimously approved for final issue.

The document revision history should include only the most recent activities.

The security classification, if any, shall be listed at the bottom of each page.

Example 1: Text Front Page for Standard Specifications

TITLE:

The drawing and specifications, herein, are the property of Digital Equipment Corporation and shall not be reproduced, copied or used in whole or in part as the basis for the manufacture or sale of items without written permission.

© Digital Equipment Corporation 1991. All rights reserved.

Default Tolerances: Unless otherwise specified, dimensions are in:

☐ Inches: ☐ One place ±0.1, two places ±0.02, three places ±0.005

☐ Tolerances specified on drawings.

OR

☐ Millimeters:

Check One	From 0 to 5	Over 5 to 30	Over 30 to 100	Over 100 to 300	Over 300 to 1000	Over 1000
☐	±0.1	±0.2	±0.3	±0.4	±0.6	±1.0
☐	±0.3	±0.4	±0.6	±1.0	±1.6	±2.5
☐	Tolerances specified on drawings.					

Angle Tolerance is ±0°30’.

Original Document Approvals and Date:

Design Engineer	Component Engineer	Writer	Approval Date

Current Document Revision History:

Approval Name	Responsible Engineer	Component Engineer	ECO No.	Doc. Rev.	Approval Date

DOCUMENT #
PAGE OF

Example 2: Text Front Page for Proprietary Specifications

TITLE:

DIGITAL INTERNAL USE ONLY:
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Default Tolerances: Unless otherwise specified, dimensions are in:

☐ Inches: ☐ One place ±0.1, two places ±0.02, three places ±0.005
☐ Tolerances specified on drawings.

OR

☐ Millimeters:

Check One	From 0 to 5	Over 5 to 30	Over 30 to 100	Over 100 to 300	Over 300 to 1000	Over 1000
☐	±0.1	±0.2	±0.3	±0.4	±0.6	±1.0
☐	±0.3	±0.4	±0.6	±1.0	±1.6	±2.5
☐	Tolerances specified on drawings.					

Angle Tolerance is ±0°30′.

Original Document Approvals and Date:
Design Engineer Component Engineer Writer Approval Date

Current Document Revision History:

Approval Name	Responsible Engineer	Component Engineer	ECO No.	Doc. Rev.	Approval Date

DIGITAL INTERNAL USE ONLY

DOCUMENT #
PAGE OF

Example 3: Text Front Page for Confidential Specifications

TITLE:

DIGITAL CONFIDENTIAL:
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Default Tolerances: Unless otherwise specified, dimensions are in:

☐ Inches: ☐ One place ±0.1, two places ±0.02, three places ±0.005
☐ Tolerances specified on drawings.

OR

☐ Millimeters:

Check One	From 0 to 5	Over 5 to 30	Over 30 to 100	Over 100 to 300	Over 300 to 1000	Over 1000
☐	±0.1	±0.2	±0.3	±0.4	±0.6	±1.0
☐	±0.3	±0.4	±0.6	±1.0	±1.6	±2.5
☐	Tolerances specified on drawings.					

Angle Tolerance is ±0°30′.

Original Document Approvals and Date:
Design Engineer Component Engineer Writer Approval Date

Current Document Revision History:

Approval Name	Responsible Engineer	Component Engineer	ECO No.	Doc. Rev.	Approval Date

DIGITAL CONFIDENTIAL

DOCUMENT #
PAGE OF

Example 4: Text Front Page for Restricted Specifications

TITLE:

DIGITAL RESTRICTED DISTRIBUTION:
This document is confidential and proprietary, and is the property of Digital Equipment Corporation. It is an unpublished work protected under applicable copyright laws. Do not reproduce or distribute without the written approval of the document owner.

© Digital Equipment Corporation 1991. All rights reserved.

Default Tolerances: Unless otherwise specified, dimensions are in:

☐ Inches: ☐ One place ±0.1, two places ±0.02, three places ±0.005
☐ Tolerances specified on drawings.

OR

☐ Millimeters:

Check One	From 0 to 5	Over 5 to 30	Over 30 to 100	Over 100 to 300	Over 300 to 1000	Over 1000
☐	±0.1	±0.2	±0.3	±0.4	±0.6	±1.0
☐	±0.3	±0.4	±0.6	±1.0	±1.6	±2.5
☐	Tolerances specified on drawings.					

Angle Tolerance is ±0°30′.

Original Document Approvals and Date:
Design Engineer Component Engineer Writer Approval Date

Current Document Revision History:

Approval Name	Responsible Engineer	Component Engineer	ECO No.	Doc. Rev.	Approval Date

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DOCUMENT #
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APPENDIX B DOCUMENTATION OWNERSHIP AND TRANSFER

A purchase specification shall be owned by the Specification Control Systems group that created the document.

Document ownership may be transferred, following this process:

1. The responsible component engineers in both the sending and receiving groups must approve the document transfer.
2. The sending group must document that it wants to transfer document ownership. The Component Engineering manager or documentation supervisor may authorize such transfer.
3. The receiving group must document that it wants to accept document ownership. The Component Engineering manager or documentation supervisor may authorize such transfer.
4. Transfer requests must be sent to CSCS Documentation Control.
5. CSCS Documentation Control must send a confirmation message back to the sending and receiving groups.
6. The sending group must transfer document files to the receiving group: both text and graphics, both hard copy and electronic copy, as applicable.

APPENDIX C REFERENCED DOCUMENTS

C.1 EL-Class Digital Documents

EL-Class Number	Document Title
EL-00001-03	*DEC STD 001-3 Release of Digital Standards and Related Information to External Sources*
EL-00012-00	*DEC STD 012-0 Part Identification Standard*
EL-00012-01	*DEC STD 012-1 Documentation Identification Conventions Including Mnemonic Codes*
EL-00012-02	*DEC STD 012-2 Unified Numbering Code for Part Identifier Class Codes*
EL-00015-00	*DEC STD 015-0 Abbreviations and Units of Measurement*
EL-00043-00	*DEC STD 043-0 Packaging Requirements for Digital Products, Parts, Assemblies, and Materials*
EL-00092-00	*DEC STD 092-0 Finish and Color Standard - Introduction and General Requirements*
EL-00092-04	*Zinc Plate With Yellow Chromate*
EL-00100-02	*DEC STD 100-2 Purchase Specification ECOs*
EL-00114-00	*DEC STD 114-0 Engineering Drawing Requirements - Industry Standards Adopted by Digital Engineering and Manufacturing Documentation Organizations*
EL-00116-00	*DEC STD 116-0 Workmanship Standards Manual - Introduction*
EL-00128-00	*DEC STD 128-0 Security Classifications for Engineering Intellectual Property — Policy and Regulations*
EL-00156-00	*DEC STD 156-0 Introducing New Purchased Parts and Maintaining Purchased Parts Information: Standard Procedures*
EL-00178-01	*DEC STD 178-1 Digital Marking Requirements for Piece Parts*
EL-00182-00	*DEC STD 182-0 Engineering Documentation Acceptance Criteria*
EL-00184-00	*DEC STD 184-0 Programmable Integrated Circuit Documentation: Process and Requirements*
EL-00187-00	*DEC STD 187-0 Mechanical Fabrication Workmanship Standards*
EL-CP534-00	*Hazardous Materials/Dangerous Goods Policies and Procedures Manual*
EL-EN100-1D	*Preliminary Change Authorization (PCA) Process*
EL-SM001-05	*Standards and Methods Control (SMC) Style Guide*

Use VTX SMC to order copies of EL-class documents from Standards and Methods Control. Send distribution questions to JOKUR::SMC or call DTN: 234-4423.

C.2 Other Digital Documents

Document Number	Document Title
A-PS-1200015-GS	*Plastic Parts, General Purchase Specification For*
A-PS-1300001-GS	*Metal Film Resistors, General Purchase Specification For*
A-PS-1500003-GS	*Semiconductor Packages [TO-Cases], Mechanical Dimensions For*

C.3 Ordering Information

Documents referenced in this standard that are not available from Standards and Methods Control are available from Central Specification Control Systems (NRO-5/M2), any Microfilm Reference File, or the SPOC System.

GLOSSARY

APNRF: Automated Part Number Request Form

AQL: Acceptable Quality Level

AVNP: Automated Vendor Notification Process

CE: Component Engineer

CEBOD: Component Engineering Board of Directors

CGCE: Cross Group Component Engineer

CSCS: Central Specification Control Systems

DE: Design Engineer

ECO: Engineering Change Order

ERICA: Electronic Retrieval of Image and CAD Architecture

FCD: Functional Class Descriptor

FRU: Field Replacement Unit

GS: General Specification

INA: Inactivated

PCA: Preliminary Change Authorization

PNRF: Part Number Request Form

R&D: Research and Development

RE: Responsible Engineer

SCS: Specification Control Systems

SMC: Standards and Methods Control

SPOC: SPecifications On Computer

TBD: To Be Determined

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+---------------------------------------------------------------------+
|                          READER COMMENTS                            |
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| Your  comments  and suggestions  will help  Standards and Methods   |
| Control improve their services and documents.                       |
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